



# SPMS-Printing IPCR

## QUICK GUIDE

# Navigator

Step 1: On the Navigator, go to **UP Employee Self Service > SPMS > Print IPCR/Print IPCR - Appraisal**.

The screenshot shows the 'University Information System Home Page' with a 'Navigator' sidebar on the left and a 'Worklist' on the right. The 'Navigator' sidebar has a 'Personalize' button at the top. A red box highlights the 'UP Employee Self Service' folder, which is expanded to show several sub-items. Another red box highlights the 'SPMS' folder, which is also expanded to show 'Performance Management', 'Print IPCR', and 'Print IPCR - Appraisal'. A third red box highlights the 'Print IPCR - Appraisal' item. A green circle with the number '1' is positioned in the lower right area of the Navigator sidebar.

**University Information System Home Page**

**Navigator**

Personalize

- UP Employee Self Service
  - All Actions Awaiting Your Attention
  - My Information
    - Employee Information
    - Publication, Research, Creative Work & Other Scholarly Work
    - Public Service
    - Employee Submissions/Requests
    - SPMS
      - Performance Management
      - Print IPCR
      - Print IPCR - Appraisal
    - SALN
    - Training and Development

**Worklist**

From	Type
SYSADMIN	HR
SYSADMIN	HR

TIP Vacation Rules

1

# Enter Plan Name

## Step 2: Enter the **Plan Name & Assignment**.

-Note: Select also select Plan Name/Assignment by clicking the **Magnifying Glass** to display list, then click **Go**.

-Note 2: OR you can also input “%” then pressing **Tab Key** on your keyboard to display list. (see List Form below)

## Step 3: Click **Continue** to proceed.

**Schedule Request: Define** Manage Schedule Cancel Continue

\* Indicates required field

Program Name UP Individual Performance Commitment and Review

Request Name  2

The name can later be used to search for this request

Parameters Layout Delivery Options

Performance Management Plan   3

20-DEC-2021 to 31-DEC-2021

Assignment

## (List Form)

**Search and Select: Performance Management Plan** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Quick Select	Performance Management Plan	Description
No search conducted.		

# Submit and View Output

Step 4: Click **Submit**.

### Schedule Request: Review

Manage Schedule Cancel Back **Submit**

**Name** 4

Concurrent Program Name UP Individual Performance Commitment and Review  
Request Name  
Operating Unit

Language Settings

Language	Territory	Numeric Character	Sort
American English	United States	..	Binary Sort

**Parameters**

Step 5: Then click **OK** to confirm.

### Information

Your request for UP Individual Performance Commitment and Review has been scheduled. The Request ID is 7266979






5 **OK**




Step 6: Click **Refresh** until **Output** is clickable.

### Requests

6 **Submit Request**

Requests Summary Table

**Refresh**     

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
7266979	UP Individual Performance Commitment and Review	Completed	Normal	29-Dec-2021 09:45:20			

# Sample Output

University of the Philippines  
SYSTEM

UP SPMS Form 1  
S.2014

**a. INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, \_\_\_\_\_, of the \_\_\_\_\_, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **Dec 20, 2021 to December 31 2021**.

Final Average Rating Scale		
Poor	0.51-1.50	1
Unsatisfactory	1.51-2.50	2
Satisfactory	2.51-3.50	3
Very Satisfactory	3.51-4.50	4
Outstanding	4.51-5.00	5

\_\_\_\_\_  
Ratee  
Date: \_\_\_\_\_

**b. Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **c. Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor Head of Office

Function Name (b)	Key Performance Indicator (c)	Accomplishments (f)	% Distribution (g)	Rating				Ave Score (p+1)	Remarks (m)
				Q <sup>1</sup> (h)	E <sup>2</sup> (i)	T <sup>3</sup> (j)	A <sup>4</sup> (k+1-4)(l)		
<b>Strategic Initiative N/A</b>									
<b>Core Tasks</b>									
Sample Function	KPI: Sample KPI Measure: Sample Measures Target: Sample Target		100						
<b>Core/Support Functions N/A</b>									
<b>Additional Tasks N/A</b>									
o. Final Average Rating: _____					Adjectival Rating: _____				
p. Comments and Recommendations for Development Purposes (please use UP SPMS Form No. 5 for Staff Development Plans)									
<b>q. Discussed with</b>		<b>Date</b>	<b>r. Assessed by:</b>		<b>Date</b>	<b>s. Final Rating by:</b>		<b>Date</b>	
_____ Name and Signature of Employee			_____ Supervisor			_____ Head of Office			

Overall Rating Scale

NUM	4.51-5.00	3.51-4.50	2.51-3.50	1.51-2.50	.51-1.50
ADJ	O	VS	S	U	P

Legend: 1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average